



world **skills** uk

Accounting Technician

Competition Brief

Enter online by 28 February 2008

entry requirements

Who can enter?	The competition is designed for young people and adults from 16 years of age. Competitors must have completed their AAT Level 2 qualification, and be currently undertaking their Level 3 qualification.
Individual and/or team event?	This is a team event.
What type of competition 'live' or 'mixed'	This competition is 'live'.
How many competitors can enter?	This is a competition for teams of 3 competitors.
Competition structure	<p>Step 1 Register for this competition at www.worldskillsuk.org by 28th February 08</p> <p>Step 2 In March 08 competitors will be allocated to heats across the country, these will be held week commencing 31 March 2008.</p> <p>Step 3 Competitors who have achieved the highest marks across all heats will be invited to the UK final on [to be confirmed] at [to be confirmed] – Please check the website frequently for dates and venues.</p>

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contact details

For information on competition dates and venues please contact:

Christina Pombo

Email: christina.pombo@aat.org.uk

For technical advice about the competition contact:

Karen Boyd

Email: kp.boyd@virgin.net

For general information about competitions please contact the WorldSkills UK contact centre:

Free phone: 0800 612 0742

Email: worldskillsuk@ukskills.org.uk

competition description

The coverage of the competition reflects typical aspects of work and responsibilities carried out by AAT Level 2 qualified students.

The competition will last for 3 hours and each team will be provided with a USB pen stick that contains work that needs to be undertaken during the competition.

A range of both technical knowledge and working skills will need to be demonstrated by all team members.

The competitors will be required to demonstrate competence in:

Technical knowledge:

A range of tasks will need to be carried out by the team. The details of these tasks will be given on the USB pen stick. Each member of the team will be required to complete one of the following three areas:

1. Sales

- a. Processing sales invoices
- b. Completion of sales daybook and related documents
- c. Communication with debtors

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2. Purchases

- a. Processing purchase invoices
- b. Completion of purchases daybook and related documents
- c. Communication with creditors

3. Books of prime entry

- a. Completion of petty cash book
- b. Completion of cash book
- c. Reconciliation of bank account

As these activities will be carried out using computers, individuals will be assessed on their computers skills, such as:

- Use of passwords
- Maintaining copies
- Health and safety aspects of computers

Working skills:

Whilst these technical skills will be carried out individually, the ability of the team to co-operate and work together is crucial. Therefore, the whole team is expected to demonstrate:

- Team work
- Use of planning to schedule the work
- Communication skills
- Professional and ethical conduct

In addition, the team is expected to demonstrate basic knowledge and understanding of general health and safety issues that may arise during the competition.

Marking and assessment

This competition will be judged using two criteria:

Objective:

This will be applied to most of the technical knowledge, where there is only one correct answer. Students will be judged on accuracy and timeliness. This area will be judged through inspection of the completed tasks.

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This area will account for 60% of the total marks.

Subjective:

This will be applied to the working skills, such as communication, team working and health and safety awareness. This area will be judged through observation of the tasks and personal behaviour.

This area will account for 40% of the total marks.

judging

The competition will be assessed and marked by a panel of judges, appointed by the AAT, using the competition criteria and allocation of marks. The panel's decisions will be quality assured by UK Skills before the winners are announced. Winners are usually announced during July.

rules

Conduct for competitors during the competitions:

- Competitors are expected to dress appropriately throughout the competition.
- Competitors must not bring any materials to the competition that may assist in the assessable areas.
- Competitors who arrive late for will not receive additional time.
- Competitors will start and finish work as instructed by the judges.
- During the competition, competitors must not disturb or disrupt other teams.

what happens next?

Step 1	Register interest
	Receive username and password via email
	Receive welcome pack via email containing: <ul style="list-style-type: none"> • How to host an in-house competition

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	<ul style="list-style-type: none"> • Competition dates and venues • Competition rules
Step 2	Select competitions to enter
Step 3	Enter competitions & confirm competitors – enter by 28 th February 2008
	Receive receipt after entering competitions
Step 4	Competitors are allocated to heats (live competitions only)
	Competitors entering 'live' competitions will receive confirmation during March 2008
Step 5	Competitors will compete within their heat. The highest scoring competitors from all heats are selected to participate in the national final.
Step 6	All competitors will receive either certificates' of participation or winning certificates.
If competitors are unable to attend competitions they must cancel their entry by 11th April 2008 to prevent cancellation charges (see competition rules for further details)	

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